



Integrated Financial Management Program

Core Financial

Course Name: Cost Management

Module Name: Cost Accrual Processing

Course Guide



National Aeronautics and
Space Administration

Introduction

This guide provides end-users with information that will be shared during the training course session.

Course Structure

This course covers the basic SAP functionality end-users need to perform specific activities pertaining to their roles. End-users may obtain information beyond this scope outside of class from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

Trainer Role

A trainer role in this training session is to:

- Provide end-users with the information they need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

End-user Role

An end-user's role in this training session is to:

- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

Module Significance

SAP provides an automated means to analyze, transfer and post straight-line, and CCR. This process will enhance the end-users skills and reduce the clerical burden that is currently levied on the cost management professional.

Module Structure

This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

Content

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

Content Review

The trainer reviews key topic information at the conclusion of each topic.

Scenario

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: The Consumption Data Processor has received an Excel spreadsheet itemizing the square footage by project that is expected for use in the following year. Update the plan project consumption data accordingly.

Demonstration

Trainer shows end-users how to perform the business activity in SAP.

Exercise

End-users practice the activity in the SAP training database.

Agenda

- Introduction – 0:10 hr
- Background Knowledge – 0:20 hr
- Topic 1: Alternate Accrual Methods – 2:00 hr
 - Activity 1: Process Straight-line Accruals (Extension) 1:00 hr
 - Activity 2: Process Miscellaneous Cost Transaction into Service Entry Sheet 1:00 hr
- Topic 2: CCR Accrual Methods – 1:20 hr
 - Activity 1: Transfer and Accept CCR Transactions Not to Exceed the Current Obligation Amount 1:20 hr
- Course Summary – 0:10 hr
- Total – 4:00 hrs